

15 AUG 1956

Chief, Administration and Control Staff,  
Procurement Division

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[REDACTED], Records Management Officer,  
Management Staff

Interim Report on Survey of Administration and  
Control Staff Filing Operations

1. Procurement Division Memorandum 56-23 of 8 June 1956 established criteria for filing material uniformly in contract folders, and provided a procedure for controlling folders charged out from the file room. I understand that the filing criteria have made a marked improvement in the condition of the file folders, particularly those set up in the past 30 days. These criteria, however, have not reduced the workload of the file clerk as we expected. Although she does not have to read the material to determine into which section it must be filed, she has to file more material according to specific sections. However, this is an improvement from a files maintenance standpoint, since less material is being filed in the general section, "Correspondence."
2. The procedure for controlling folders charged out from the file room appears to be only partially effective. Success of the procedure depends initially on charge-out folders being completed and filed when a case folder is first removed. Some people still fail to do this. The file clerk presently does not have time to police charge-outs nor to service requests for folders. Until she has time to do either, particularly the latter, the situation will not improve.
3. Four five drawer letter-size cabinets and one four drawer legal size cabinet were removed from the file room through improved filing practices and the disposition of inactive material. This leaves a balance of 26 cabinets which will meet requirements for expansion provided inactive material is transferred regularly to the Records Center.
4. The improved practices for setting up and maintaining the purchase order files alone eliminated the need for three five drawer letter size cabinets. This reduction in cabinet space stemmed principally from the removal of over 13,000 requisition folders which had served their purpose once purchase actions had been completed. Henceforth, a requisition folder will be removed and discarded as soon as the purchaser forwards the corresponding purchase order folder to the file room. In addition to saving cabinet space, this procedure will:

a. Automatically allow for the expansion of purchase order folders.

b. Eliminate the need for a specially printed, tabbed and perforated requisition folder costing about 5¢ more per folder. \$540 will be saved yearly.

c. Expedite reference to open and closed purchase orders.

5. Removal of the five surplus cabinets and the consequent reduction in floor load made possible a rearrangement of the file room. Cabinets are now arranged with their backs to the walls. This arrangement:

a. Provides a wider aisle and generally contributes to a more orderly appearance.

b. Expedites reference to the files.

c. Provides spaces for four tables, particularly needed by contract personnel who refer to the files. Use of such tables should in many cases eliminate the need for withdrawing folders from the file room. It is recommended that these tables be provided as soon as possible.

d. Provides the necessary space to correct the congested condition of the work station at the entrance of the file room. There is now sufficient space for a 60" table for the file clerk, provided the entrance barrier is removed. This should be done as soon as possible. As we discussed, a holder for the deposit of contract folders returned to the file room should be constructed. Attachment 1 is a drawing of this holder. Also attached is a revision of your drawing of the holder for the envelopes used by the file clerk to distribute purchase orders. I understand that both of these work organizers can be constructed on Job Order No. 57-238, which was assigned to your original request for the envelope holder. The use of these two work organizers together with the 60" table should considerably improve working conditions at the work station.

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**ATTACHMENTS:**

1. Drawing of Holder  
for Deposit of  
Returned Folders
2. Drawing of Holder  
for Envelopes

**Distribution:**

- 1 - Addressee
- 1 - Chief, Procurement Div.
- 1 - C/RMS
- 1 - [REDACTED]

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Mgt/S/RMS/[REDACTED] jml(15Aug.56)

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CIA-RDP70-00211R000200110069-1